

SAN LUIS VALLEY BOARD OF COOPERATIVE EDUCATIONAL SERVICES

JOB DESCRIPTION

POSITION TITLE:

**SWAP (School to Work Alliance Program) Specialist**

DEPARTMENT/PROGRAM AREA: Special Education

IMMEDIATE SUPERVISOR: SWAP Coordinator

REPORTS TO/CONSULTS WITH: Director of Special Education

I. BASIC PURPOSE AND OBJECTIVES OF POSITION:

The purpose of the SWAP Specialist position is to support and maintain a program for youth 16 to 25 to facilitate job development and job development related activities with the outcome of successful competitive job placement.

II. QUALIFICATIONS/STANDARDS FOR THE POSITION:

1. Shall possess the necessary license required by the Colorado Department of Education or be endorsed in the appropriate areas accepted by the Colorado Department of Education in lieu of such license.
2. Experience in the areas of secondary education, vocational rehabilitation or career development.
3. Public relations and/or coordinating experience.
4. Experience working with youth.
5. Knowledge of disabilities.
6. Knowledge of job development and support needs.
7. Knowledge of agencies, community services, disabilities, labor laws and individual district procedures and programs.
8. Participation in all opportunities for professional growth and training offered by the BOCES.

III. SPECIFIC JOB DUTIES AND PERFORMANCE RESPONSIBILITIES:

1. Assist in obtaining records and evaluations to determine DVR eligibility, assessment to determine goals and services needs, and program planning.
2. Implement and coordinate planned services under the direction of the SWAP Coordinator and DVR Counselor.
3. Provide and obtain services that result in successful competitive employment and community living. Services to include:
  - a. Vocational exploration and career development
  - b. Teaching of job seeking skills and facilitation of job seeking activities.
  - c. Job development and placement in appropriate, career-oriented jobs.
  - d. Job related instruction and supervision to develop specific job skills and general job behaviors.
  - e. Development and supervision of on-the-job training provided by the employer

- f. Development and coordination of post-secondary, classroom vocational training or academic education opportunities that result in competitive employment.
  - g. Follow-up counseling and crisis intervention with youth, employers, and families for one year following placement in a job.
  - h. Independent living skills training relevant to successful employment and community living.
  - i. Modeling and teaching self-determination, empowerment, and advocacy skills at work and in the community.
4. Other services which support attainment of successful employment and community living.
  5. Provide case-management to coordinate access to other services and agency linkages.
  6. Provide necessary reports to document service delivery, progress toward objectives, and attainment of goals.

**IV. SPECIFIC SKILLS AND OTHER POSITION REQUIREMENTS:**

1. Self-Directed.
2. Possess problem-solving skills.
3. Positive team member.
4. Awareness of current services available.
5. Ability to overcome barriers to successful employment.
6. Knowledge of IDEA, ADA and current labor laws.
7. Knowledge of SWAP program requirements.
8. Ability to work with various groups.

**V. EVALUATION PROCEDURES:**

The position will be evaluated according to the process defined in the SLV-BOCES' policy and procedural manual.

**VII. COMPENSATION/TERMS OF EMPLOYMENT:**

Salary and benefits are determined by the SLV-BOCES' Board of Directors on an annual basis. The employee's contract will stipulate the terms of the agreement including the number of contract days, applicable benefits and position assignment.

**VIII.** Your employment with San Luis Valley BOCES is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or San Luis Valley BOCES, with or without cause, with or without notice, and at any time. Nothing in this policy or any other policy of San Luis Valley BOCES shall be interpreted to be in conflict with or to eliminate or modify in any way, the at-will employment status of San Luis Valley BOCES employees. The at-will employment status of an employee of San Luis Valley BOCES may be modified only in a written employment agreement with that employee which is signed by the President, or the Chairman of the Board of Directors, of San Luis Valley BOCES. By your signature below, you acknowledge your understanding that your employment with San Luis Valley BOCES is at will, and that nothing in this handbook is intended to constitute a contract of employment, express or implied.

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READ AND REVIEWED BY EMPLOYEE ON: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date

